

ALE Application: Deactivating School Support Staff

This article will cover the process of Deactivating School Support Staff in the ALE application. Deactivating a School Support Staff removes them from Staff selectors and their access to the Role without requiring role-dependent data to be removed.

The ability to deactivate School Support Staff is restricted to users with the ALE Secretary or Program Manager role.

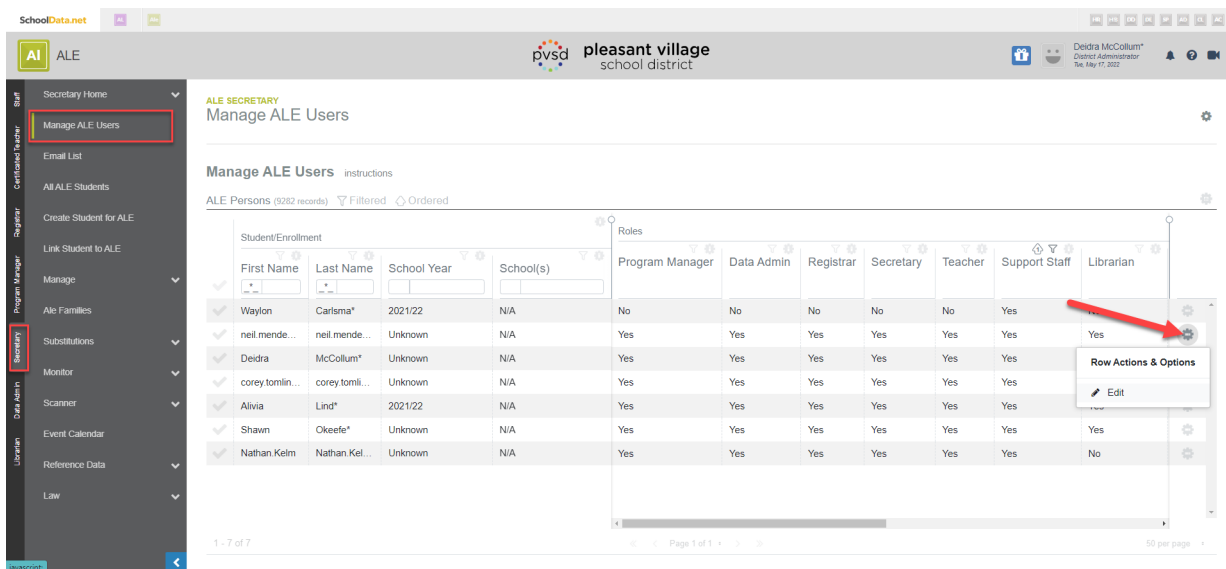
What Happens When a School Support Staff is “Deactivated?”

Taking the “deactivation” action affects the following items:

- Inactive Support Staff cannot access any of the pages under the Support Staff Role.
- They will not show in any of the Support Staff Selectors.
- They will continue to be listed in various interfaces and reports where they are associated with students, but will be listed as “inactive.”

How to Deactivate School Support Staff

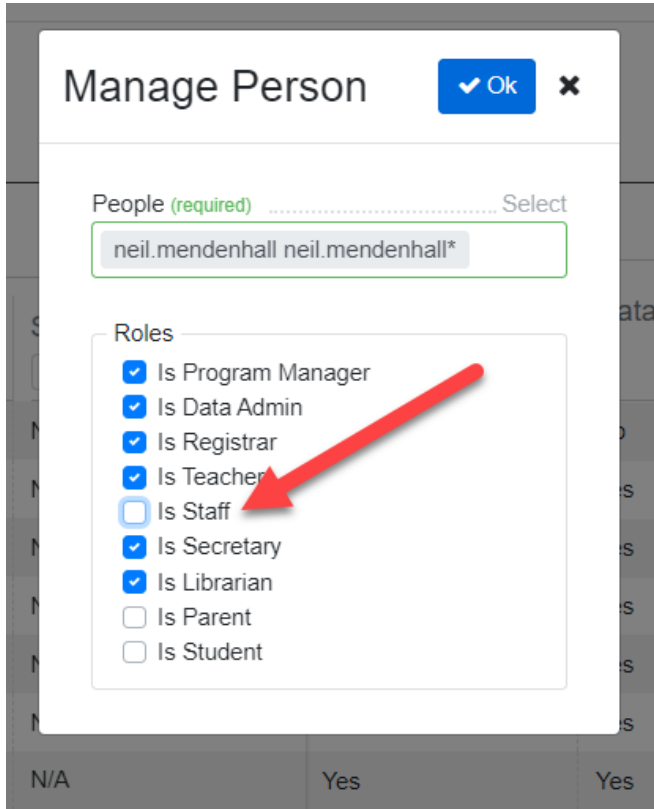
1. Select the Secretary or Program Manager Role
2. Click Manage ALE Users on the left-hand navigation
3. Find the School Support Staff you want to Deactivate in the Table
4. Click the Row Actions & Options gearbox for the individual and choose “Edit”



The screenshot shows the 'Manage ALE Users' interface in the ALE application. The page title is 'ALE SECRETARY Manage ALE Users'. Below the title, there are search and filter options. The main content is a table of 'ALE Persons (9262 records)'. The table has columns for 'Student/Enrollment' (First Name, Last Name, School Year, School(s)) and 'Roles' (Program Manager, Data Admin, Registrar, Secretary, Teacher, Support Staff, Librarian). A red arrow points to the 'Row Actions & Options' gearbox for the row of Deidra McCollum, which is open to show the 'Edit' option.

Student/Enrollment	Roles									
First Name	Last Name	School Year	School(s)	Program Manager	Data Admin	Registrar	Secretary	Teacher	Support Staff	Librarian
Waylon	Carlisma*	2021/22	N/A	No	No	No	No	No	Yes	
neil mende...	neil mende...	Unknown	N/A	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Deidra	McCollum*	Unknown	N/A	Yes	Yes	Yes	Yes	Yes	Yes	Yes
corey tomlin...	corey tomlin...	Unknown	N/A	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Alivia	Lind*	2021/22	N/A	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Shawn	Okeefe*	Unknown	N/A	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Nathan Kelm	Nathan Kel...	Unknown	N/A	Yes	Yes	Yes	Yes	Yes	Yes	No

5. In the resulting form, uncheck "Is Staff" and click "Ok" at the top right.



The screenshot shows a 'Manage Person' dialog box. At the top right, there is a blue 'Ok' button with a checkmark and a close 'x' button. Below the title bar, there is a 'People (required)' field with a 'Select' button. The field contains the text 'neil.mendenhall neil.mendenhall*'. Below this is a 'Roles' section with a list of checkboxes:

- Is Program Manager
- Is Data Admin
- Is Registrar
- Is Teacher
- Is Staff
- Is Secretary
- Is Librarian
- Is Parent
- Is Student

A red arrow points to the 'Is Staff' checkbox, which is currently unchecked. At the bottom of the dialog, there are three columns with labels: 'N/A', 'Yes', and 'Yes'.

6. If this individual has additional roles in the ALE Application, they will remain in this table. If they have no other roles, they will no longer appear in this table.